UNITED STATES MARINE CORPS

Your Unit

COMBAT LOGISTICS REGIMENT 25

PSC BOX 20128

CAMP LEJEUNE, NC 28542-0128

IN REPLY REFER TO:

5800

Legal

DATE

From: Commanding Officer, Your Unit

To: First Lieutenant FNAME, MI, LNAME EDI PI/MOS USMC

Subj: APPOINTMENT TO CONDUCT AN EQUAL OPPORTUNITY INVESTIGATION

INTO THE CIRCUMSTANCE SURROUNDING THE ALLEGATIONS

OF INNAPROPRIATE BEHAVIOR: CASE OF COMPLAINANT

Ref: (a) JAG Manual

(b) MCO P5354.1D w/ch1

(c) MCO 1000.9A (Sexual Harassment, if applicable)

1. This appoints you, per the references to conduct an investigation into the facts and circumstances surrounding the allegations of inappropriate behavior on the part of ALLEGED OFFENDER against COMPLAINANT from SECTION, UNIT.

2. You will conduct an Equal Opportunity Investigation into the circumstances surrounding the allegations of inappropriate behavior on the part of ALLEGED OFFENDER against COMPLAINANT from SECTION, UNIT. Add any other pertinent information you may think the IO will need in order to conduct a thorough un biased investigation.

3. You may seek legal advice from Legal Support Services Section (LSSS) during the course of your investigation.

4. You may seek advice on the conduct of an EO/SH investigation from the 2d MLG Equal Opportunity Advisor at 910-451-6194.

4. Point of contact in the matter is Whoever the commander dictates.

I. M. SIGNING

Copy to:

2d MLG EOA